



# Office of the City Clerk

Weekly Report – for Week Ending April 10, 2015

## OFFICE OF THE CITY CLERK – PROJECTS and STATUS

### May 19, 2015 General Municipal Election

This week staff attended five events which resulted in recruiting 3 bilingual poll workers. Staff also registered to vote 18 people. For this election season (Primary and General Elections combined), staff has attended 176 events since the launch of the “L.A. City Votes!” campaign, recruited 1,104 poll workers, 51 percent of which are bilingual, and registered 405 people to vote.

The Precinct assembly order and Depot assignments have been completed. All voting material that requires assembly/printing in Depot order can now be processed. This includes voter rosters and street index files.

The Official Sample ballot mailings data have been extracted from the County Registrars voter database. We will be mailing over 1 million booklets this election spread across four unique types of ballot styles.

As required by law we have sent email notices to approximately 3,200 overseas voters giving them the opportunity to cast and return a ballot via fax. We use an automated process to send emails with attached PDF voter information files.

A demonstration of the election E-Central Supply Tracking application was given to the Performance Advisor and the Chief Data Officer from the Mayor’s office. The application was developed to improve efficiency for delivering of supply and Precinct Ballot Reader (PBR) on Election Day. The recommendation from the Mayor’s office is to share the technology with other departments with similar need.

### In-House Elections

**Election for Department of Water and Power Active Employee Member** - The election was held on April 7. Approximately 1,099 ballots were tallied on April 9.

**Election for Police Department Active Employee Member for the Board of Fire and Police Pensions** - Ballot packets were mailed on April 10 to approximately 10,200 voters.

### Council and Public Services Weekly Statistics:

Number of Ordinances Posted/Published	1/3
Number of Notices/Publications	21
Number of Contracts Attested	69
Number of Council Files Created	24
Number of Claims Received	120
Number of Referrals	47
Number of Council Meetings	2
Number of Committee Meetings	2

**Novus Electronic Document Submission** - Since rolling out the system, 744 documents have been submitted electronically from 29 city departments.

**Electronic Claim for Damages form** - Of the 120 claims received this week, 38% or 33 claims were submitted electronically.

## TOP ITEMS ISSUES

- ***Preparing for the General Municipal Election***
- ***Department of Water and Power Active Employee Member Election***
- ***Police Department Active Employee Member for the Board of Fire and Police Pensions Election***



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## Neighborhood and Business Improvement Districts:

On April 8, 2015, staff attended a meeting with consultants for the proposed Historic Central Avenue BID.

The City Clerk attended and presented at the Van Nuys Neighborhood Council Meeting on April 8 at 7pm at Van Nuys City Hall. Ms. Wolcott spoke about the various services provided by the City Clerk with focus on BIDs, Council and Public Services, and NC Elections.

## Systems:

**WordPress Content Management** - Training has started for the new City Clerk Intranet pages. Two divisions were trained last week on how to manage and update their new Intranet pages. Additional staff from two more divisions will be trained this week. The go live date for the new Intranet pages has been set for the end of April.

**Microfilm Conversion of City Council Minutes** - 15 reels of microfilm were converted to a digital format this week. The City Council minutes are now available on line back to August of 1881.

**Records Destruction** - Lists were prepared for four departments of 1,219 boxes of records in the City Records Center that are eligible for destruction. To date this calendar year, 34 departments have been notified. Reports and notifications will continue to be assembled.

**Fiscal** - Staff executed a contract amendment with Iron Mountain, processed transfer documents and appropriations pertaining to the Mid Year Financial Status Report, submitted the quarterly bank certification to the Office of Finance, submitted the quarterly contract awards report to the Mayor's Office, processed various payments for Council controlled trust funds and continued to address budgetary questions from the CAO's Office.

**AB1290/Council** - Staff has 5 contract close outs pending, closed out 3 contracts, received 2 allocation requests, has 11 contracts in process as well as 1 contract amendment in process.

**General City Purposes** - Staff received 6 GCP allocation requests and executed 1 new contract.

**Personnel** - Staff held one Family Medical Leave Orientation, three New Hire Orientations and two Leaving Office Orientations, and is working with the Personnel Department to edit the Management Analyst Requisition and certify a new list to interview from and hire. Staff is currently working with GSD Badging and Elections Division to implement proper protocol for logging and deactivating terminated employee badges and is also working with CAO's office to get information regarding new Federally approved Sick Leave plan for employees (AB 1522). Staff sent out communication to CD 4 and 8 regarding Exit Orientation Leaving City Service Seminar to be held April 29th and May 7<sup>th</sup>. Staff is updating information on the City Clerk's Website version of the Org Chart.

## ISSUES

**Council Agenda Builder System (CABS)** - A problem was encountered with the online document submittal when an e-signature is embedded on the PDF document. After researching the issue it was found that system was stripping off the signature. The vendor was notified and it was determined that the version of the convertor software was the problem. A newer version of the software will be updated this week to resolve the issue with the e-signatures.

## UPCOMING . . . .

The City Clerk and Executive Officer met with County Registrar/Recorder and County Clerk Dean Logan on April 7, 2015 to begin developing a transition plan for the changed election dates in 2020. We will convene a task force in June, 2015 (after the runoff election is certified) to strategize and develop an operational plan.